

Contract Number	Contract Type
Award Date	Government Contracting Activity
Original Contract	Value Period of Performance
Program Title	Contract Effort Description
Place of Performance	Points of Contact

When this information is completed at the time of contract award, the document shall be marked "For Official Use Only". The Contracting Officer must be notified in writing of any disclosure information changes.

14.3. (U) The Contractor shall not release any information (including photographs, files, public announcements, statements, denials or confirmations) on any part of the subject matter of this contract or any phase of any program hereunder without the prior written approval of the Contracting Officer. The Contractor shall not release information regarding individuals without the prior written approval of the Contracting Officer.

15. (U) **DELIVERABLES AND REPORTING REQUIREMENTS**

15.1. (U) **Personnel.** The Contractor shall ensure Contract personnel are willing to work according to the conditions outlined in this SOW and meet all requirements and standards set forth in this SOW.

(b)(3):10 USC 424 15.1.1 (U) **Selection Criteria Spreadsheet.** All Contractor Personnel, to include those already working at the [REDACTED] job site, must be included in the Selection Criteria Spreadsheet. The Contractor must provide a spreadsheet to the COR which provides the following information: Name of Linguist; Security Clearance Level; and English or Foreign Language Test Score. Resumes and the English/Foreign language test documentation from the testing center needs to be provided on each individual listed on the spreadsheet as well. This documentation needs to be provided before selection and acceptance of a particular linguist by the [REDACTED] takes place. Any packet that does not contain the required information listed above will not be considered. Contractor Personnel who do not have the above information included will not be considered.

(b)(3):10 USC 424 15.2. (U) **Resumes.** The Contractor shall submit resumes of all personnel proposed for this effort. There is no standard format for the resume. The resume for the Project Manager position will be considered separately and should be submitted specifically for this position. The Government reserves the right to review resumes and employee qualifications prior to acceptance of individuals for assignment. The Contractor shall notify the Contracting Officer prior to making any changes in individuals as key personnel, linguists and on-site Management, to this contract, and must demonstrate that the qualifications of the personnel are equal to or better than the qualifications of personnel being replaced. These changes in personnel shall have the approval of the COR and [REDACTED] Operations.

(b)(3):10 USC 424 15.3. (U) **Language Test Scores.** Linguists must meet the equivalent minimum foreign or English language requirements as outlined in Section 4 and their scores shall be provided prior to [REDACTED] acceptance of employment.

15.4. (U) **Monthly Report.** The Contractor shall submit to the COR a monthly Status Report, by the 5th of each month, providing an updated listing of all contract personnel and their places of assignment. This report shall include unclassified details of their performance and accomplishments, details of any leave from duty to include sick leave, holidays, and other pre-approved days and or hours absent from work. Reasons for a break of service will also be provided, travel records, if any for the listed personnel, in case the Contractor Personnel performed services outside of his/her area and whether or not this was pre-approved by the US Government. The listing shall be by name and type of absence noted. The monthly report shall also provide highlights or areas of concerns or problems in the contract, if any. The report shall be submitted to the Contracting Officer and the COR so that the COR can certify Contractor monthly invoices and conduct audits. The COR will only certify Contractor monthly invoices once this report is received.

15.5 (U) **Invoices and Invoice Certification Worksheet.** All Contractor invoices for payment must be accompanied by an "Invoice Certification Worksheet". Required format is provided in Appendix Five. The COR will only certify Contractor monthly invoices once this documentation is received.

15.6 (U) **Government-provided Property Inventory.** The records shall be made available whenever requested by the COR and or the CO.

(b)(3):10 USC 424 15.7. (U) **Security Clearance Status.** This information must be received by the [REDACTED] on each individual prior to [REDACTED] acceptance of employment.

(b)(3):10 USC 424

(b)(3):10 USC 424 15.8. (U) **CI-Polygraph Status.** This information must be received by the [REDACTED] on each individual prior to [REDACTED] acceptance of employment.

16. (U) **CONSTRAINTS**

Contractor Personnel will not be allowed to participate in any budgetary/fiduciary or government personnel-related performance evaluation activity. Contractor Personnel will not represent the interests of the United States Government, conduct negotiations, direct operations, issue requirements, or perform supervisory duties of government personnel.

17. (U) **INVOICING**

This contract requirement is for a firm fixed price (FFP). Contractor Personnel will be FFP hourly. The contractor will be paid monthly based upon certification by the Contracting Officer's Representative that the hours invoiced were delivered. Invoices shall be submitted to the COR and accounting office concurrently by the 5th of each month for performance of the previous month. Any invoices submitted to the COR without a separate Invoice Certification Worksheet will not be certified (Appendix Five). The Contractor shall provide the COR copies of their time sheets so the COR can properly account for hours delivered by each Contractor under this contract. Only the COR can provide final validation of hours worked/delivered under this contract. The COR can establish separate time reporting strategies in support of this requirement.

(b)(3):10 USC 424 17.1 (U) The Contractor shall be allowed to bill only those individuals who have been cleared by DIA Security [REDACTED] Those linguists who were selected to work at the [REDACTED] but their security clearance has not been adjudicated will not be paid by the Government until they have been granted a SECRET clearance by DIA.

(b)(3):10 USC 424

18. (U) **TERM OF CONTRACT**

The contract shall be in effect from date of award for 5 Years (Base Year with 4 One-Year Options).

19. (U) **KEY GOVERNMENT PERSONNEL**

The Contracting Officer for this contract will be [REDACTED]

[REDACTED] is the COR and the technical POC for this contract.

(b)(3);10 USC
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APPENDICES

(b)(3): 10 USC
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Statement of Work: 27 June 2004
Linguist Contract

(b)(3):10 USC
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APPENDIX ONE

Policy on Flexible Work Schedules Flex-Hours, Credit Hours and Variable Week Schedule As of 26 March 04

(b)(3):10 USC
424

The [REDACTED] has adopted a Flexible Work Schedule (FWS) for contractors falling under Operations. The [REDACTED] FWS allows contractors to use Flex-Hours, Credit Hours and a Variable Week Schedule with management approval.

Definitions:

(b)(3):10 USC
424

Flexible Work Schedules (FWS) are arranged to permit contract employees to vary the basic workweek of five, 8 and ½-hour workdays, Monday through Friday, within the limits established by the [REDACTED] FWS permits employees to vary the length of a workday, or workweek, in meeting daily, weekly, and biweekly work requirements. FWS includes a mandatory minimum number of hours when an employee must be present for work (at least four hours per day), a daily 30 to 60 minute non-compensable meal period, and designated flexible hours when an employee may vary arrival and departure times and/or earn credit hours for that particular pay period.

Flexible Hours are those hours within the tour of duty during which an employee may vary arrival and departure times. Flexible arrival hours are between 0600-1430, Monday through Friday. Flexible departure hours are between 1000-1830, Monday through Friday.

Credit Hours. Those hours a contractor works in excess of the basic work requirement to shorten the length of a subsequent workday or workweek.

A Variable Week Schedule constitutes a basic work requirement of 80 hours each biweekly pay period and a mandatory minimum amount of hours for each workday. Contractors are permitted to vary the number of hours worked during a given workday, or the number of hours worked each week, and earn credit hours that can be applied within the same pay-period.

(b)(3):10 USC
424

The following is official [REDACTED] policy on Flexible Work Schedules.

- Flexible and credit hours within a Variable Week Schedule is approved for all [REDACTED] contractors.

(b)(3):10 USC
424

- Contractors must perform 80 hours of service per pay period, 5 days a week (holidays excluded).

- Credit hours will not be carried over from one pay period to the next.

- Credit hours will not be used to take a full-day off. *Leave will be authorized and taken in order to take a full day off**.*

- Credit hours may not be used to create or increase entitlement to overtime/premium pay or compensatory time.

- Credit hours will be no greater than 12 hours per day maximum or less than 4 hours per day minimum. Hours must be worked Monday through Friday during [redacted] core working hours (currently 0600-1830).

(b)(3):10 USC
424

(b)(3):10 USC
424 - Contractors must use [redacted] sign-in/sign-out sheets to accurately reflect hours worked during the day.

For Example:

Contractor X:

Week 1

Monday: Arrive: 0630 (lunch 1200-1230) Departure: 1500 = 8 hours worked

Tues: Arrive: 0730 (lunch 1100-1130) Departure: 1800 = 10 hours worked

Wed: Arrive: 0800 (lunch 1130-1200) Departure: 1630 = 8 hours worked

Thurs: Arrive: 0600 (lunch 1100-1200) Departure: 1800 = 11 hours worked

Fri: Arrive: 0600 (lunch 1100-1130) Departure: 1800 = 11.5 hours worked

Total number of hours worked week 1: 48.5

Week 2

Monday: Arrive: 0700 (lunch 1200-1230) Departure: 1400 = 6 ½ hours worked

Tues: Arrive: 0830 (lunch 1100-1130) Departure: 1530 = 6 ½ hours worked

Wed: Arrive: 1200 Departure: 1600 = 4 hours worked

Thurs: Arrive: 0600 (lunch 1100-1200) Departure: 1700 = 10 hours worked

Fri: Arrive 1000 (lunch 1100-1200) Departure: 1530 = 4.5 hours worked

Total number of hours worked week 2: 31.5

Total number of hours worked by Contractor X this pay period: 80

(b)(3):10 USC
424 **NOTE:** [redacted] working hours may be shortened or changed due to staff limitations and/or inclement weather. Although [redacted] management will do its best to notify contractors in advance if there will be a change in core hours, the [redacted] will not be held responsible for unforeseen changes in staff schedule that may reduce the number of hours per pay period, hence resulting in a less than 80 hour work-week for the contractor. *The contractor has a responsibility to plan ahead, especially during the winter months, to insure that they will fulfill an 80 hour workweek.*

**** Additional notation as of 2 July 04.**

Approved

Director, [redacted]

APPENDIX TWO

CONTRACTOR ABSENCES

Section One: Administrative Data

1. NAME (Last, First, Middle Initial)	2. SSN	3. DATE
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Section Two: Absence Notification

1. NUMBER OF DAYS	2. DATES	
	a. FROM:	b. TO:
3. LEAVE ADDRESS (Street, City, State, ZIP Code)		4. LEAVE PHONE NUMBER
5. Signature	6. Section Chief	
7. Contractor Officer Representative	8. Contractor Program Manager	
Notes/Comments		

Section Three: Overtime Request

Section Chief: I certify that current mission requirements necessitate additional Contractor Personnel support. I project the total amount of overtime needed to fulfill this requirement is

_____, to be completed between _____ and _____
of hours Date Date

COR: I certify there are sufficient funds available to provide for this overtime request.

Signature:

Date:

APPENDIX THREE

Contract Performance Evaluation

The following evaluation will be used to determine the overall performance of the vendor for this contract. It will be filled out periodically by the COR, with input from Quality Control Performance Review for each billet.

Company: _____ Contract Number: _____

Contract Term: _____ Review Period: _____

Personnel:

1. Billet fill rate for review period: _____ / _____ = _____ %
2. Average performance rating for each billet: _____
3. Has the vendor processed individuals in a timely manner? 1 2 3
 Rarely Sometimes Always
4. Has the vendor provided qualified individuals? 1 2 3
 (Section II) Few Some All

Management:

1. Is the vendor responsive to correcting issues? 1 2 3
 Rarely Sometimes Always
2. Has the vendor followed the proper clearance procedures? 1 2 3
 Rarely Sometimes Always
3. Has the vendor submitted complete packets for proposed individuals? 1 2 3
 Rarely Sometimes Always
4. Has the vendor followed their Quality Control Plan? 1 2 3
 Rarely Sometimes Always
5. Has the vendor submitted required reports on time, accurately and in the proper format? 1 2 3
 Rarely Sometimes Always
6. Has the vendor followed the proper invoicing procedures? 1 2 3
 Rarely Sometimes Always
7. Has the vendor submitted meeting minutes accurately and in a timely manner? 1 2 3
 Rarely Sometimes Always

Total Score: _____ / 27 = _____ %

APPENDIX FOUR **Contract Quality Control: Periodic Contract Performance Review**

to manage overall performance of the contract and identify any potential issues, the COR or designated representative will review billet performance.

Billet Number:

Company:

Position Title:

Period of Performance Review:

Position Duties:

Considerations:

**Does Not Meet
Expectations**

**Meets
Expectations**

**Exceeds
Expectations**

1. Mission Accomplishment:

- a. Consistently meets all deadlines
- b. Follows process/procedures
- c. Provides a quality product
- d. Works at a steady pace

1

2

3

1

2

3

1

2

3

1

2

3

2. Customer Service:

- a. Is professional and courteous
- b. Follows through with taskings

1

2

3

1

2

3

3. Communication:

- a. Communicates with clarity
- b. Communicates with Teammates
- c. Uses communication tools effectively

1

2

3

1

2

3

1

2

3

4. Teamwork:

- a. Works well with others
- b. Accepts responsibilities
- c. Assist others when necessary
- d. Dependable

1

2

3

1

2

3

1

2

3

1

2

3

Additional comments for any "Does Not Meet Expectations" responses: _____

Signature:

Date:

APPENDIX FIVE**Vendor:****Contract #:****Delivery Order:****Time Period:****Invoice Certification Worksheet**

Position	F. Name	L. Name	Yearly Contract Amount	Hourly/ Daily Amount	# Hours/ Days Leave	# Hours/ days worked this period	Amount Invoiced

Awarded:

0.00

0.000

Total Invoice:**Invoiced
To Date:****Amount
Remaining:**

Are the remaining funds adequate for the remaining term of the contract? YES NO